UNITED
NATIONS

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Secretariat

ST/AI/244/Rev.1
18 July 1996

ADMINISTRATIVE INSTRUCTION

To: Members of the staff

From: The Assistant Secretary-General for Public Information

Subject: UNITED NATIONS BOOKSHOP SERVICE FOR STAFF MEMBERS

1. The present administrative instruction describes the procedures whereby staff members can obtain special discounts on many of their purchases in the United Nations Bookshop. Discounts to staff members are as follows: 25 per cent of the list price on all books published by the United Nations with some exceptions; and 10 per cent on books and related items produced by commercial vendors and handled by the Bookshop. There are no discounts on items costing less than $3.00.

2. In order that Secretariat discount sales may be handled in the Bookshop promptly for the convenience of all concerned, staff members are asked to follow the procedure outlined below:

(a) So far as possible, staff members are requested to make their purchases before 11 a.m. and after 3 p.m. to avoid the peak hours when the Bookshop staff are especially busy handling sales to the public;

(b) Staff members desiring discounts should bring their United Nations pass with them and should identify themselves as staff members BEFORE their purchase is registered. This will permit the clerk to record the name and department of the purchaser on the sales receipt, as required.

3. Effective immediately, the present instruction supersedes administrative instruction ST/AI/244 of 27 April 1977.

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